



Spring 2022 AzSCI District Test Coordinator Important Tasks Checklist

This document will provide you with a list of important tasks and dates associated with the Spring 2022 AzSCI online and Special Paper Version test administration.

PearsonAccess^{next} (PAN) will open for the AzSCI test administration on February 2, 2022.

AzSCI - Before Test Administration		Dates	Resource
<input type="checkbox"/>	Technology Ready - Download the TestNav application on all devices to be used by students for the AzSCI test administration. http://download.testnav.com	Ongoing	
<input type="checkbox"/>	Pearson Technology Office Hours – Available in 15 min., 30 min., or 60 min. sessions for district or school technology personnel responsible for setting up testing devices for online testing. Office hours registration begins January 3, 2022. Link to register: https://calendly.com/az-field-services-engineering	1/10/22- 2/4/22	
<input type="checkbox"/>	District Test Coordinator (DTC) Trainings – Trainings will be available in Winter 2021-2022 and should be completed before tests are administered. <i>Note: DTCs must assure that all Test Administrators (TAs) have received the TA training prior to administering any test session.</i>	Winter 2021- 2022	
<input type="checkbox"/>	Special Paper Version (SPV) Test Requests – SPV test accommodations include Braille, Large Print, and Regular Print SPV tests. All SPV test requests must be submitted to ADE for approval using the secure ADE online form: https://www.azed.gov/assessment/spv2022 . <i>Note: Please submit SPV test requests as soon as possible within this window. SPV tests may not be available for requests submitted after February 25, 2022. Contact ADE at AzSCI@azed.gov if a student has an injury or illness after February 25, 2022 that necessitates a paper test.</i>	8/30/21- 2/25/22	SPV Test Request Process Quick Guide
<input type="checkbox"/>	Verify Contact Information and Shipping Address in PearsonAccess^{next} (PAN) – All changes or corrections must be made by notifying ADE at AzSCI@azed.gov no later than February 25, 2022. <i>Note: If you have multiple districts, you must verify each district separately.</i>	2/2/22- 2/25/22	PAN User's Guide
<input type="checkbox"/>	Create User Accounts in PAN – District Test Coordinators and/or School Test Coordinators may create user accounts for School Test Coordinators, School Test Administrators, and/or Technology Coordinators. User accounts can be added manually or through an import file. <i>Note: Users currently in PAN for AZELLA or AASA must also have an account created for AzSCI.</i>	Ongoing beginning 2/2/22	PAN User's Guide
<input type="checkbox"/>	Revise Student Enrollments in ADE's AzEDS as Needed – The last day to revise enrollments in AzEDS is February 17, 2022 . ADE will extract all student information from AzEDS for students enrolled in Grade 5, Grade 8, and Grade 11 (Cohort 2023).	2/17/22	
<input type="checkbox"/>	Review Students in PAN – Log into PAN to view students associated with your district/schools from the ADE upload of students. Students uploaded will automatically be registered and assigned a test. <i>Note: BIE or private school students will not be loaded into PAN as part of the state upload of students.</i>	2/21/22	PAN User's Guide

AzSCI - Before Test Administration (continued)		Dates	Resource
<input type="checkbox"/>	Add New Students in PAN – Students who are not included in the ADE upload of students to PAN will need to be added either manually or through an import file. Students added manually must be registered and assigned a test.	2/22/21- Prior to testing	PAN User's Guide
<input type="checkbox"/>	Create Testing Groups (Optional) – The Testing Groups function may be used to group students by classroom or testing days.	2/22/21- Prior to testing	PAN User's Guide
<input type="checkbox"/>	Submit Work Requests in PAN as Needed – A work request must be submitted for any students who need to be added in PAN but are already associated with another school or district. A work request will request that the student be transferred from one school/district to another school/district in PAN. The DTC from the releasing district will receive an email notifying them of the request.	2/22/21- Prior to testing	PAN User's Guide
<input type="checkbox"/>	SPV Test Sessions in PAN (ADE) – ADE will move students approved for SPV tests into SPV test sessions and will also indicate the SPV accommodation in the student's profile in PAN. ADE will email the DTC after all steps have been completed in PAN in preparation for the school to administer the SPV test. <i>Note: ADE will begin this task for SPV tests on 2/22/21.</i>	2/22/21- Prior to testing	
<input type="checkbox"/>	Additional Order Window – Place Additional Order for materials if needed. All Additional Orders will be reviewed for approval by ADE. <ul style="list-style-type: none"> ADE will place an order for any approved SPV tests as well as the nonscorable labels and UPS shipping labels needed for returning SPV tests to Pearson. Boxes that SPV test booklets are shipped in must be saved to use for returning the test booklets to Pearson after testing. A limited number of paper copies of the Test Coordinator's Manual (TCM) and Test Administration Directions (TAD) may be ordered during the Additional Order window. TCMs and TADs will be available electronically in PAN and on the ADE website. Paper copies will not be initially sent to districts. 	Order Window for Test Materials: 2/28/22- 4/7/22 Order Window for Return Materials: 2/28/22 - 4/15/22	PAN User's Guide
<input type="checkbox"/>	Prepare for Testing – Review directions for accessing the session resources and related activities. Related activities and session resources to prepare a test session include scheduled sessions, session student roster, and Testing Tickets. These activities must be started several days prior to testing.	Several days prior to testing	PAN User's Guide
<input type="checkbox"/>	Testing Tickets – Print Testing Tickets for each student. Testing Tickets contain student information and should be treated as secure test materials.	Several days prior to testing	PAN User's Guide
<input type="checkbox"/>	Prepare Test Session(s) in PAN – This task should be done prior to the first day of testing and can take time to complete, depending on how many students are in the session.	Several days prior to testing	PAN User's Guide
AzSCI - Test Administration		Dates	Resource
<input type="checkbox"/>	AzSCI Test Window for Grades 5, 8, and 11 (Cohort 2023) – online administration only. <i>Note: All student responses from SPV tests must be entered into the TestNav system within this same window.</i>	3/21/22- 4/15/22	
<input type="checkbox"/>	Start and Unlock Test Session – On testing day, a test session must be started and unlocked for students present for testing. This must be completed by Test Administrators before students can log in to TestNav.	Day of Testing	PAN User's Guide

AzSCI - Test Administration (continued)		Dates	Resource
<input type="checkbox"/>	Manage Test Units – Test Administrators may monitor a student’s test progress in PAN.	3/21/22-4/15/22	PAN User’s Guide
AzSCI - After Test Administration		Dates	Resource
<input type="checkbox"/>	Return SPV Materials to Pearson -- Collect all SPV tests from Test Administrators. Follow the packing and return shipment instructions in the Test Coordinator’s Manual. If return shipment of materials is not picked up by UPS by April 19, 2022 , contact ADE at AzSCI@azed.gov .	3/28/22-4/19/22	Test Coordinator’s Manual
<input type="checkbox"/>	Other Testing Materials - Securely destroy Testing Tickets and student scratch paper. Test Coordinator’s Manuals and Test Administration Directions are not considered secure test materials and may be disposed of locally.	After testing	Test Coordinator’s Manual
<input type="checkbox"/>	Score Reports (Electronic) – AzSCI electronic score reports and Student Data Files will be available to view, download, and print in PAN.	8/3/22	PAN User’s Guide
<input type="checkbox"/>	Score Reports (Paper) – Paper copies of student score reports will be delivered to districts and charters.	8/16/22	

Spring 2022 AzSCI Resources	
<p>Resources for completing all AzSCI tasks will be posted in PearsonAccess^{next}: https://az.pearsonaccessnext.com</p> <ul style="list-style-type: none"> • PearsonAccess^{next} User’s Guide • PearsonAccess^{next} Quick Guides • TestNav Online User Guide • AzSCI Test Coordinator’s Manual (TCM) • AzSCI Test Administration Directions (TAD) <p>Resources will also be posted on ADE’s District Test Coordinator webpage as they become available.</p> <p>ADE Websites and Resources:</p> <ul style="list-style-type: none"> • District Test Coordinator’s webpage: https://www.azed.gov/assessment/achievement-dtcs • AzSCI webpage: https://www.azed.gov/assessment/sci • SPV Test Request Process Quick Guide 	
Contact Information	
<p>Contact ADE at AzSCI@azed.gov.</p> <p>Contact Pearson: Visit PearsonAccess^{next} at https://az.pearsonaccessnext.com and click on the “Contact Arizona Support” link.</p>	